

**JOB DESCRIPTION**

**Job Title:** Sustainability Officer - Resource Management and Net Zero Delivery

**School/Service:** Estates & Facilities Services

**Campus:** Docklands / Stratford / USS

**Grade:** D

**Responsible to:** Sustainability Manager

**Liaison with:** Estates & Facilities Operations Team, UEL Executive Board, UEL stakeholders

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success. #BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 4 of its transformational 10-year [Vision 2028 strategic plan](https://issuu.com/universityofeastlondon/docs/annual_review_2020?utm_source=Charlotte%2BWhite%2Btest%2Bmail%2Blist&utm_campaign=46c08a193b-EMAIL_CAMPAIGN_2018_09_19_02_52_COPY_04&utm_medium=email&utm_term=0_e8797a5163-46c08a193b-) led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**THE DEPARTMENT:**

The Sustainability Team are a part of the Estates & Facilities Directorate at the University of East London. The Sustainability Team is responsible for the development of the Net Zero & Sustainability Strategy in order to help UEL achieve its goal of becoming a net zero carbon institution by 2030. The Sustainability Team promotes and enables sustainable behaviour change across the University’s staff and student population to generate measurable results through staff and student engagement, energy efficiency projects and retrofits, incorporation of sustainability into the curriculum and sustainability reporting and communications. Sustainability is also supported by other Delivery Partners in the University such as; Health & Safety, Facilities, Maintenance, Procurement, Finance and Capital Projects.

**MAIN DUTIES AND RESPONSIBILITIES:**

* Lead on the Sustainability support programme of events, activities and projects to support the Net Zero Carbon journey, with a focus on energy and water consumption and related resource management aspects;
* Responsible for sustainable reporting to University Executive Board, University Management Board, and any other relevant stakeholders;
* Ensure utility bills are processed and paid efficiently, including monitoring of costs and consumption;
* Maintain database of UEL meter information;
* Manage and monitor utilities meters across the estate and ensure UEL gets best value for money and emissions by keeping up to date with market changes;
* Liaise in a timely and open manner with E&F colleagues to ensure a joined-up approach to delivering sustainability across the service, in particular supporting the Energy Efficiency Project and the Net Zero Carbon journey;
* Deliver reports and verbal updates to a range of audiences, including the Estates and Facilities Team, directors, the wider UEL community and the Board of Governors, University Executive Board and University Management Board;

**Supporting Duties:**

* Support the Sustainability Manager in the delivery of the Net Zero Carbon Strategy;
* Support the Sustainability Project Manager in the delivery of the Energy Efficiency Project;
* Attend planning, pre-start and other Projects and Estates Development meetings to feed sustainability objectives and responsibilities into the capital programme;
* To assist in the development and use to full potential all available information technology and give committed support to agreed office systems and increase the efficiency of the operational process and end product.

**Health and Safety:**

* To work in a safe and healthy manner always ensuring statutory and university health and safety requirements are complied with at all times;
* Manage initiatives and activities in accordance with statutory health and safety requirements and in particular construction, design and maintenance regulations.

**Sustainability:**

* The Estates and Facilities Service aims to be an exemplar in the way it embraces sustainability and meets its corporate social responsibility. To achieve this, it is the responsibility of all staff to minimise the environmental impact of their day-to-day activities and adhere to university policies on sustainability, waste, resource usage and governance.

**Other:**

* To demonstrate commitment to the service’s mission statement, goals and values on a daily basis;
* To carry out from time to time any other duties within the competence of the jobholder, that may be reasonably required.

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria:**

* Degree level qualification or relevant experience in a relevant subject (A/C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria:**

* Knowledge of sustainability/net zero & experience delivering outcomes with a sustainability/net zero focus (A/I)
* Experience of sustainability initiatives in the HE and wider sectors (A/I);
* Knowledge of energy, water and carbon management (A/I)

**Desirable criteria:**

* Knowledge of property/estates matters (A/I)
* Experience of multi-site estates operation (I)
* Experience of working in the higher education sector (I)
* Proven ability to work effectively and flexibly under pressure and to tight deadlines (I)
* Experience of leading groups and chairing meetings (A/I)
* Proven ability to make decisions under pressure (I)
* The ability to prepare, present and disseminate reports/information, both technical and non-technical (I)

**PLANNING AND ORGANISING:**

**Essential criteria:**

* Ability to work on own initiative and organise workload effectively (I)

**TEAMWORK AND MOTIVATION:**

**Essential criteria:**

* A positive team player who proactively supports activities and is confident to progress chase information (A/I)

**COMMUNICATION:**

**Essential criteria:**

* Excellent verbal and communications skills including report writing, presentations, and interpersonal skills for working at all levels inside and outside of the organisation. (I)

**LIAISON AND NETWORKING:**

**Essential criteria:**

* Experience of effectively dealing with customers in a complex organisation with multiple internal and external stakeholders at all levels (A/I)

**ANALYSIS AND RESEARCH:**

**Essential criteria:**

* Ability to build and analyse data, producing reports/spreadsheets (I)

**INITIATIVE AND PROBLEM SOLVING:**

**Essential criteria:**

A self-starter able to work on their own as well as part of a project team (I)

**SKILLS AND ABILITIES:**

**Essential criteria:**

* Excellent client facing skills (I)
* Good numeracy (I)
* Good IT skills with ability to use Project Programming, MS Office and appropriate project budget software. (A/I)

**OTHER ESSENTIAL CRITERIA:**

* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment (I)

**Criteria tested by** **Key:**

A = Application form

C = Certification

I = Interview

T = Test/Task

P = Presentation